

HOME CONSORTIA CALENDAR
(Summary of Deadlines)

Deadline	Action	Status of Consortium		
		New	Renew	Add / Drop Member
March 1	<p>Consortium sends written notification to Field Office of intent to participate.</p> <p>Field Office notifies Headquarters of any potential new consortia or changed consortia.</p> <p>Headquarters creates or modifies consortia participation spreadsheets.</p>	X	X	X
June 1	Lead entity notifies members of their right not to participate in next qualification period.		X	
June 15	Members notify lead entity of their intent not to participate.		X	
June 30	<p>Lead entity submits State certification and executed consortium agreement with attachments to HUD Field Office. The Field Office submits copies of these documents to Headquarters.</p> <p>Headquarters completes participation spreadsheets and provides them to formula team.</p>	X	X	X
June 30	<p>Field Office notifies Headquarters of consortia with no change in membership.</p> <p>Headquarters completes participation spreadsheets and provides to formula team. Headquarters scans consortia agreements.</p>		X	
August 2	Field Office approves consortium agreements.	X		
August 2	Field Office approves amended consortium agreements (unless there is automatic renewal with no change of membership).	X	X	X
August 2	<p>Field Office provides Headquarters (via fax or email) a list of consortium members and qualification period documentation from consortium agreements (unless there is automatic renewal with no change of membership).</p> <p>Headquarters completes participation spreadsheets and provides to formula team. Headquarters scans consortia agreements.</p>	X	X	X
August 20	Headquarters posts participation spreadsheets to hud@work for CPD Field Office Directors' verification. Field Office staff contact consortia to confirm status.	X	X	X
September 10	Field Office certifies to Headquarters status of consortia.	X	X	X
September 30 (Statutory Deadline)	Designation process complete for eligibility to receive HOME funds by formula.	X	X	X